

MILLSTONE TOWNSHIP
OPEN SPACE & FARMLAND PRESERVATION COUNCIL
Meeting Minutes for Monday, August 24, 2015
215 Millstone Road, Millstone Twp, NJ 08535

Ms. Siedman called the meeting to order at 7:31 pm.

The Secretary read the Adequate Notice.

Roll Call

Present: (6) Denardo, Kozak, Kuczinski, Mara, Schloss, Siedman

Absent: (5) Asprocolas, Bailey, Butch, Morelli, Romano

Public Comment Session: Opened and closed at 7:34 pm. No public in attendance.

Approval of Minutes

Ms. Schloss requested the addition of a sentence to the July 23rd discussion about the Baird Homestead project, at the bottom of page 6, to clarify that the Baird Homestead development project will be kept on Council meeting agendas. At the July 23rd meeting, Council members had agreed to keep the Baird Homestead project as an agenda item. A Motion to approve the July 23, 2015, minutes with the additional sentence was made by Ms. Schloss with a Second offered by Mr. Denardo. Roll call vote:

AYES: (5) Schloss, Denardo, Kozak, Kuczinski, Siedman

NAYS: (0)

ABSTAIN: (0)

Correspondence: No correspondence.

Old Business

- ***Municipal Farmland Preservation Process Document Update:*** Ms. Siedman asked Council members to review the documentation regarding the preservation process, that was distributed at the July 23rd meeting and via email on July 21st, and to be prepared to have a discussion at the September meeting regarding updating the document to include the responsibilities of the Ag Advisory Council. The September OSFP Council meeting will take place after the September Ag Council meeting. The OSFP Council would like to receive comments regarding the process from either Mr. Asprocolas or Ms. Butch at the September meeting.
- ***Monmouth County Municipal Open Space Grant #12-04, Baird Homestead Development Project:*** Council members noted that the barns have been erected.
- ***Monmouth County Municipal Open Space Grant #14-12 - Millstone Park Phase 1 Development:*** There is nothing new to report. Once the permit applications are approved, grading will begin. Once the fields are seeded, it will take about two years until the fields can be used for recreation purposes.
- ***Open Public Meetings Act (OPMA):*** Ms. Siedman explained that at the July meeting, Ms. Butch stated, and Ms. Morelli concurred, that the entire Open Space and Farmland Preservation (OSFP) Council was sent an email by the Township Attorney informing Council members that they should not be discussing Council business using emails because those emails are considered a meeting and are in violation of the OPMA. Ms. Butch had stated at the July meeting that the email from Mr. Munoz was sent during the July or August 2014 timeframe and the subject was the Clambake and Ms. D'Andrea's address to the Council at the June 26, 2014, meeting. Ms. Schloss noted that she did not have any recollection of an email from the Township Attorney

and that she spent a considerable amount of time searching and could not find the email in question. No other Council member in attendance could remember receiving the email and the Secretary has no record of receiving the email in question. At the July 23rd meeting, Ms. Butch agreed to forward the email from Mr. Munoz to the Council however, no one in attendance at tonight's meeting has received a copy of the email. Committeeman Kuczinski explained that Mr. Munoz informed him that it is a violation of the OPMA for a Council member to send an email to more than two Council members regarding Council business. Ms. Siedman read from the Sunshine Law document and asked C/Kuczinski if the OSFP Council is considered an advisory board to the Township Committee. C/Kuczinski responded that the OSFP Council is a voting body and while it is okay for the Secretary to disseminate information such as agendas, minutes and correspondence via email, he cautioned Council members to be careful when sending emails. It was noted that the Council has been following protocol and has not been doing anything differently than it has been doing for the past eight years. Ms. Schloss noted that at the July 23rd Council meeting, Ms. Butch stated that there have been major changes to the OPMA in the past few years. The Secretary and Administrator checked the statute and could not find any documentation to substantiate the comment regarding recent changes the OPMA. Council members discussed the vote that was taken by phone regarding support for the acquisition of the Baird Homestead property. Ms. Schloss noted that Ms. Butch told the Council the vote was 4 to 3 in favor of the acquisition and asked if any Council member knew which members voted in opposition of the acquisition. No one in attendance knew the actual vote count.

- **Historic ME Church:** At the July 23 meeting, Ms. Butch stated that the Clarksburg ME Church is an historic property and not an open space property and the church topic should not be listed on OSFP Council agendas. Ms. Schloss asked for clarification of the status of the church property and if it is considered open space property. The Recreation and Open Space Inventory (ROSI) was updated earlier this month to include the church property. The church must be listed on the Township's ROSI in order to be eligible for the 2015 Monmouth County Municipal Open Space Grant program. Ms. Schloss asked if the Historic Preservation Commission meets regularly and if they publish meeting minutes. C/Kuczinski explained that, going forward, the Ag and OSFP Councils and the Historic Commission will be forwarding meeting minutes to each of the other groups. The Historic Preservation Commission will forward their meeting minutes to the Township Administrator who will forward them to the Secretary for distribution to the Council.
- **Trail Maintenance & Grants:** Mr. Marra asked for clarification regarding the status of the Trailblazers and the Friends groups. C/Kuczinski explained that they are non-profit groups and because the Trailblazers cannot submit grant applications every year, there is an agreement in place with the Township to alternate years for trail grant applications to take advantage of every grant cycle. Members of the Trailblazers are volunteers who clear and mark trails on municipal open space properties and municipal trail easements. Council members discussed the need for coordination between the Trailblazers and the Township regarding grant applications, trail clearing and maintenance.

Events

- **Millstone Day:** The Secretary submitted a registration form to the recreation department for an information table. Council members discussed purchasing apples to give away. Funding has been included in the budget for Millstone Day giveaways.

Committee Reports

- **Finance:** The Open Space Trust activity report with information through July was reviewed by Council members. The Township received a \$250,000 check on 8/19/15 from the Monmouth County Municipal Open Space Program for the acquisition of the Baird Homestead property. The Township Administrator and the Township CFO review all Baird Homestead related expenses and C/Kuczinski signs off on all open space trust purchase orders and vouchers. C/Kuczinski will bring a report of Baird Homestead project expenses to the next Open Space meeting.
- **Public Relations/Publications:** There is no newsletter planned at this time.
- **Legislative Awareness:** Ms. Siedman explained that an article was published regarding the potential preservation of Showplace Farms. This is not a municipal project.
- **Stewardship:** Ms. Siedman announced that she is looking for a replacement as lead for the stewardship program and Ms. Schloss offered to take the lead. It has been several years since baseline documentation and photos have been taken of open space properties and it is now time to monitor open space properties and easements again. Ms. Siedman offered to walk properties with other Council members to show them the system that she used in the past. No assignments have been received over the past two years and Ms. Siedman will follow up with Ms. D'Andrea regarding the list of properties that need to be monitored.
- **Review Planning Board and Board of Adjustment Applications:** No discussion due to Mr. Bailey's absence.

New Business: No new business was discussed.

At 8:45 pm a Motion was made by C/Kuczinski with a Second offered by Mr. Marra and by unanimous vote the Council moved to executive session to discuss a land acquisition project.

At 9:11 pm the Council returned to regular session. Mr. Denardo made a Motion with a Second offered Ms. Schloss to support the State Agriculture Development Committee application for farmland preservation that was discussed in executive session. Roll call vote:

AYES: (6) Denardo, Schloss, Kozak, Kuczinski, Marra, Siedman

NAYS: (0)

ABSTAIN: (0)

Having no further business to discuss, a Motion to adjourn was made by Mr. Denardo with a Second offered by Ms. Schloss and by unanimous vote the meeting adjourned at 9:12 pm.

Respectfully submitted,

Lorraine Maher
Council Secretary